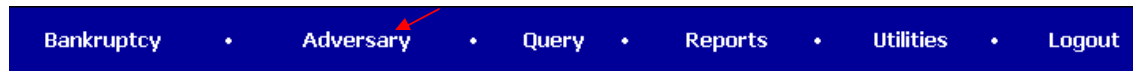
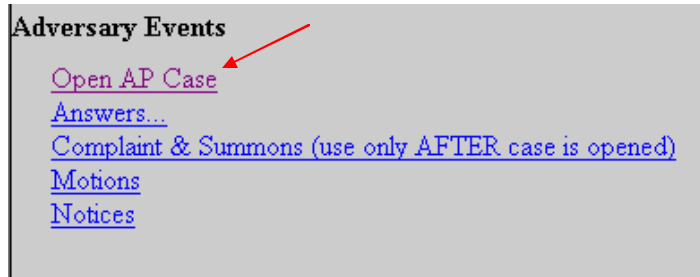


Adversary Case Opening

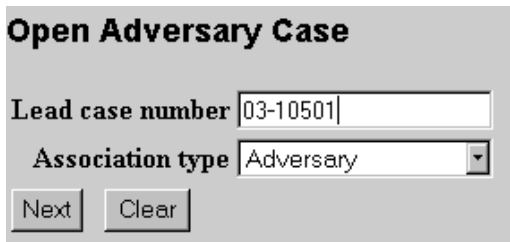
1. Click on **Adversary** on the CM/ECF Main Menu Bar.



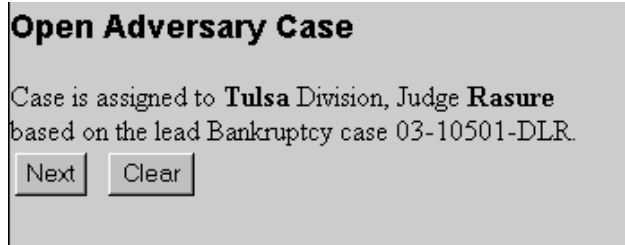
2. Under Adversary Events locate and click on **Open AP Case**.

A screenshot of the 'Open Adversary Case' form. The form has a title 'Open Adversary Case'. It contains three fields: 'Case type' with a dropdown menu showing 'ap', 'Date filed' with the text '10/10/2003', and 'Complaint' with a dropdown menu showing 'y'. Below these fields are two buttons: 'Next' and 'Clear'.

3. Case type defaults to "ap".
4. If a Complaint initiated this proceeding, leave this field set to **y**. If another document, such as a Notice of Removal was filed, select **n**.
5. Click on **Next**.

A screenshot of the 'Open Adversary Case' form. The form has a title 'Open Adversary Case'. It contains two fields: 'Lead case number' with a text input field containing '03-10501', and 'Association type' with a dropdown menu showing 'Adversary'. Below these fields are two buttons: 'Next' and 'Clear'.

6. Enter the lead case number.
7. Association type will be **Adversary**.
8. Click on **Next**.

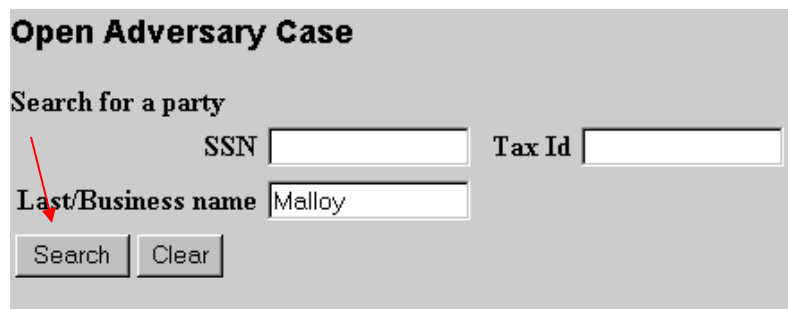


Open Adversary Case

Case is assigned to **Tulsa** Division, Judge **Rasure** based on the lead Bankruptcy case 03-10501-DLR.

9. Office and Judge relating to the bankruptcy case will display.
10. Click on **Next**.

Adding the Plaintiff:



Open Adversary Case

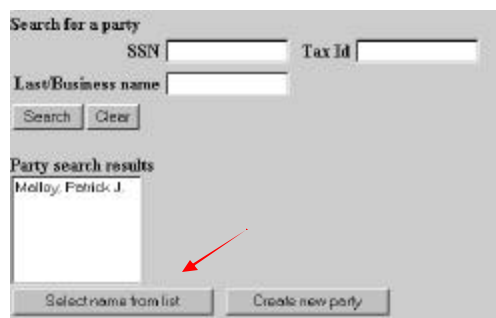
Search for a party

SSN Tax Id

Last/Business name

11. Search for a party by inserting a social security number, tax id number, or the party's first 3 letters of the last name or business name.
12. Click on **Search**.

#1 - Party found:



Search for a party

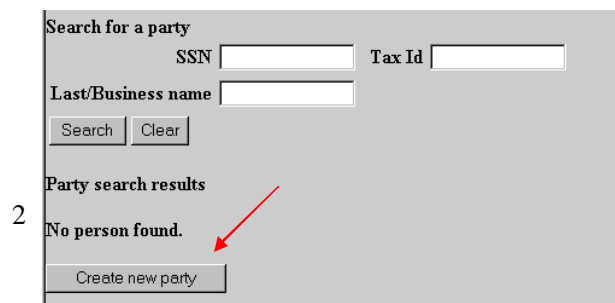
SSN Tax Id

Last/Business name

Party search results

Malloy, Patrick J.

#2 – Party not found:



Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

13. If the party is found, select the correct party from the Party Search Results box and click on the **Select name from list** box. (See #1) - OR -
If the party is not found, click on the **Create new party** and proceed with entering the correct information. (See #2 above)

Party Information

Patrick J. Malloy SSN:Unknown

Office Address 1


Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role 

Party text

Add all attorneys and aliases before clicking the Submit button.

14. Verify the party information and make corrections if necessary, or enter party information as required.
15. Select the "Plaintiff" **Role** by clicking on the down arrow and clicking on the proper role.
16. Add alias information, if necessary, by clicking on the **Alias** button.
17. You will need to add yourself as an attorney, click on the **Attorney** button.

Search for an attorney

Bar Id

Last name

18. Enter the Bar ID or the last name of the attorney and click on **Search**.

Search for an attorney

Bar Id

Last name

Attorney search results

Redmon, Andrea

19. Click on the attorney's name in the Attorney search results box and verify the attorney's address and phone number.
20. Click on the **Select name from list** button.

Attorney Information (Party Lollara, Mindy Fly)

Andrea Redmon Bar Id:81169 Bar Status:Unknown

Office Address 1

Address 2 Address 3

City State

Zip Country

Phone Fax

E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

21. Make corrections if necessary (changes will only be recorded for this case) and click on the **Add attorney** button.
22. The Party Information screen will appear. You may click on the **Review** button if you choose to, or you may click on **Submit**.

Party Information

Patrick J. Malloy SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all attorneys and aliases before clicking the Submit button.

23. If you have more than one plaintiff, repeat steps 11 - 22 until all are entered.

Open Adversary Case

Search for a party

SSN Tax Id

Last/Business name

Adding the Defendant:

Open Adversary Case

Search for a party

SSN Tax Id

Last/Business name

24. Search for a party by inserting a social security number, tax id number, or the party's last name or business name.

25. Click on **Search**.

#1 – Party found:

Search for a party

SSN Tax Id

Last/Business name

Party search results

Dardenne, Cindy Lee

#2 – Party not found:

Search for a party

SSN Tax Id

Last/Business name

Party search results


No person found.

26. If the party is found, select the correct party from the Party Search Results box and click on the **Select name from list** box. (See #1) - OR -
If the party is not found, click on the **Create new party** and proceed with entering the correct information. (See #2)

Party Information

Last name	<input type="text" value="Smith"/>	First name	<input type="text" value="Joe"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
	Title	<input type="text"/>	
SSN	<input type="text" value="555-55-5555"/> 222-11-1234	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="80 Noon Day Drive"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Tulsa"/>	State	<input type="text" value="OK"/>
	Zip	<input type="text" value="74133"/>	
County	<input type="text" value="Tulsa"/> ▼	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/> ▼	Role	<input type="text" value="Defendant (dft:pty)"/> ▼
Party text	<input type="text"/>		

Add all attorneys and aliases before clicking the Submit button.




27. Verify the party information and make corrections if necessary, or enter party information as required.
28. Select the “Defendant” **Role** by clicking on the down arrow and clicking on the proper role.
29. Add alias information, if necessary, by clicking on the **Alias** button.
30. You will not add attorney information at this time, click on **Submit**. Attorney for the defendant will be added upon filing of the Answer.
31. If you have more than one defendant, repeat steps 24 -30 until all are entered.

Open Adversary Case

Search for a party

SSN Tax Id

Last/Business name



32. When you have all parties entered, click on **End party selection**.

Entering statistical information:

Open Adversary Case

Party code

Nature of suit

Origin

Transfer date

Rule 23 (class action)

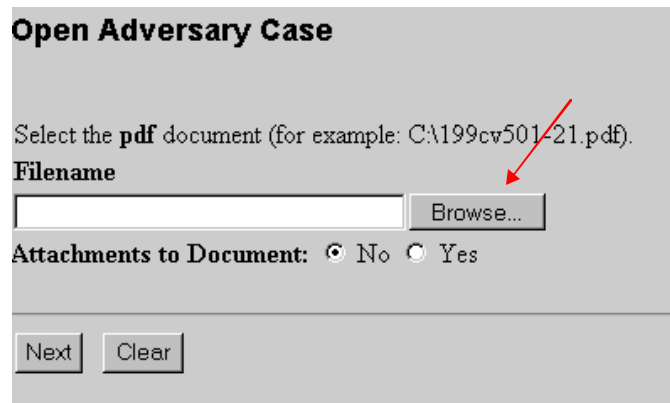
Jury demand

Demand (\$000)

33. Add correct information in each box (if applicable) by clicking on the down arrow and selecting the correct entry.
34. Add the correct demand amount in the box. (Note: the Demand amount entered will record in thousands i.e. if you enter “4”, the system will convert that to \$4,000.)
35. Click on **Next**.

Selecting the PDF document

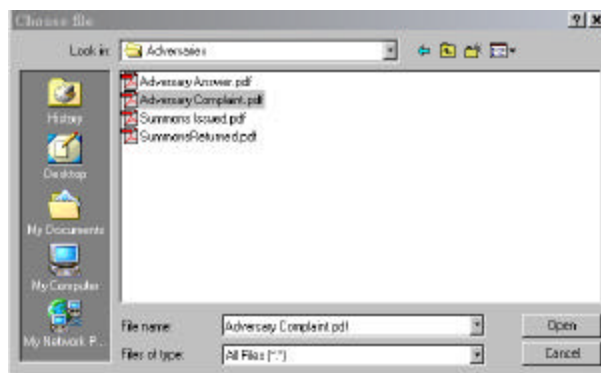
36. Select the PDF document by clicking on the **Browse** button.



37. Browse to the appropriate drive and folder.
38. Locate the appropriate document and right click.
39. Left click on **Open**.
40. View the document to ensure this is the proper pleading.
41. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



42. Left click on the **Open** button in the Browse dialog box.
If needed, minimize Adobe Acrobat to see the Browse dialog.



43. Select “No” or “Yes” on the **Attachments to Document** radio button – default is “No”.

Open Adversary Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

F:\Intracourt\CMECF\Test Pleadings\A

Attachments to Document: ☒ No ☐ Yes

Note: The Adversary Proceeding Cover Sheet should be attached to the Complaint as an attachment or as the last page of the Complaint.

44. Click on the **Next** button.

Filing fee:

Fee: \$150

If any of the following applies, please check. If the fee is not required please type 0.0 in the fee textbox above.

☐ Fee Deferred

☐ Fee Not Required

Additional Nature of Suit.

☐ 454 To Recover Money or Property

☐ 435 To Determine Validity, Priority, or Extent of Lien or Other Interest in Property

☐ 458 To obtain approval for the sale of both interest of the estate and of a co-owner in property

☐ 424 To object or to revoke a discharge 11 U.S.C. Section 727

☐ 455 To revoke an order of confirmation of a Chapter 11, Chapter 12, or Chapter 13 Plan

☐ 426 To determine the dischargeability of a debt 11 U.S.C. Section 523

☐ 434 To obtain an injunction or other equitable relief

☐ 457 To subordinate any allowed claim or interest except where such subordination is provided in a plan

☐ 456 To obtain a declaratory judgment relating to any of foregoing causes of action

☐ 459 To determine a claim or cause of action removed to a bankruptcy court

498 Other(specify):

45. The appropriate Fee amount will display. If the Fee should be deferred or is not required, please change the fee amount to "0.", and check either "Fee deferred" or "Fee not required". Also if there are any additional natures of suit, make the appropriate selection.
46. Click on **Next**.
47. The Docket Text screen will display. Modify as Appropriate.

Open Adversary Case

Docket Text: Modify as Appropriate.

Complaint by Patrick J Malloy vs. Cindy Lee Dardenne . Fee Amount \$150. Filed by Andrea Redmon , Patrick J Malloy on behalf of Patrick J Malloy . Nature of Suit: 424 (Obj/Revocation Discharge 727). (Redmon, Andrea)

48. Click on **Next**.

Open Adversary Case

Docket Text: Final Text

Complaint by Patrick J Malloy vs. Cindy Lee Dardenne. Fee Amount \$150. Filed by Andrea Redmon, Patrick J Malloy on behalf of Patrick J Malloy. Nature of Suit: 424 (Obj/Revocation Discharge 727). (Redmon, Andrea)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

49. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.
 - a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.

50. System will present a confirmation screen that shows this case has been opened.
51. Complaint event will automatically be docketed into the main case.

Open Adversary Case

U.S. Bankruptcy Court [TRAIN]
Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Redmon, Andrea entered on 10/28/2003 at 3:24 PM CST and filed on 10/28/2003

Case Name: Malloy v. Dardenne
Case Number: [03-01380](#)
Document Number: [1](#)
Case Name: Arnold Schwartzmager and Maria Shriver
Case Number: [03-10501-JUL](#)
Document Number: [49](#)

Docket Text:
Complaint by Patrick J Malloy vs. Cindy Lee Dardenne. Fee Amount \$150. Filed by Andrea Redmon, Patrick J Malloy on behalf of Patrick J Malloy. Nature of Suit 424 (Obj/Revocation Discharge 727). (Redmon, Andrea)

The following document(s) are associated with this transaction

Document description:Main Document
Original filename:F:\Intracourt\CMCECF\Test Filings\Adversaries\Adversary Complaint.pdf
Electronic document Stamp:
[STAMP: docStamp_ID=1052166465 [Date=10/28/2003] [FileNumber=16777-0]
[d2c0db77b58b5283801852e06833941970f7ab674e1f3daa9536d61396ae47446fa
6fba719bfb0f73276cd2014ae7de27cd65a9dac187cd3bce68e09a3]]
Document description:Main Document
Original filename:F:\Intracourt\CMCECF\Test Filings\Adversaries\Adversary Complaint.pdf
Electronic document Stamp:
[STAMP: docStamp_ID=1052166465 [Date=10/28/2003] [FileNumber=16777-0]
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